

Jerudong International School Co-curricular Activities Refund Policy

The below policy will be in effect beginning with the 2019-2020 academic year and shall be in effect until further notice of the revision of the policy.

This policy will cover any paid Co-curricular Activity (CCA), which takes place on school grounds or off site, in which an externally paid coach or instructor is leading the sessions. Activities that require a cost, but are lead by teachers who are employed by Jerudong International School (JIS) are exempted from the regulations laid out in this policy. However, all swimming lessons, which are taught by specialized training staff hired by JIS as leaders in our curricular and co-curricular programmes, will be expected to adhere to the guidelines in this policy.

1. Any parent or guardian who has prepaid for an activity before the end of the second week of the current term's CCA programme will be entitled to a reimbursement of funds for any missed lessons if **none** of the following replacements have not been met by the end of term:
 - a) A suitable, qualified alternative instructor is not available as a replacement to conduct the activity on the day in which the usual external instructor is unavailable
 - b) The external instructor is unable to offer an additional session at the end of term in which no other after school activities are taking place.
 - c) The external instructor is unable to offer an additional session at the beginning of the subsequent term in which no other after school activities are taking place.
 - d) The external instructor is unable to offer a session any other time during the term in which all of the participants are able to attend.
2. Refund entitlement is only valid for paid CCA's in which the remaining balance for the CCA has already been in full (prepaid).
3. In the event of a mandatory school closure due to unforeseen events, a prorated refund will be awarded based on the number of missed days (activities) due to school closure.
4. Parents are not entitled to a refund in which an activity has been cancelled for any of the following reasons:
 - a) Unsafe weather conditions
 - b) School or facility closure due to holiday
 - c) Child unable to attend an activity (unless the activity organiser or the CCA coordinator receives an authorised letter for a long term injury or disability)